

Date: November 30, 2006

To: Chairman Randolph, and Commissioners Blair, Downey, Huguenin and Remy

From: Mark Krausse, Executive Director

This is a summary of administrative activity and other matters since the report sent to you prior to the last Commission meeting. The Chairman has proposed the following dates for Commission meetings through July:

Friday, January 12, 2007  
Thursday, March 8, 2007  
Thursday, May 10, 2007  
Thursday, July 12, 2007

Thursday, February 8, 2007  
Thursday, April 12, 2007  
Thursday, June 14, 2007

#### A. PERSONNEL & BUDGET

I'm pleased to announce the Commission's good fortune in being assigned a top-notch Executive Fellow. Mike Naple, a native of Coronado in the San Diego area and a graduate of USC, joined us on Tuesday. Mike majored in cinema and television critical studies, and international relations, at USC. Mike will assist with press and website issues, and legislation.

The Legal Division has hired Sharon Andrews, a former court reporter, as an Office Assistant, and Juanita Lira, a Legal Secretary with 13 years of state servicing working for the Department of Personnel Administration, the Department of Education, the Board of Equalization and the Office of the Legislative Counsel.

The Technical Assistance Division hired Starla Martin as an Office Assistant. Starla has worked as a graphic designer and customer service representative.

#### B. STAFF PROJECTS

The Technical Assistance Division's Dixie Howard spoke at the City Clerks Annual New Law Seminar in San Diego, Tara Stock provided SEI outreach visits to the CSAC Excess Insurance Authority the City of Santa Cruz, Trish Meyer provided an SEI outreach to the Mid-Peninsula Regional Open Space District, Barbara Smith provided a campaign outreach to Sand City, and Carla Wardlow was a panelist for the Lobbying Ethics Course.

The Communications Office coordinated our attendance at the Executive Fellows' placement fair, and scheduled interviews of fellow candidates, and is currently working on a draft of the December *Bulletin*.

### C. CONFLICT-OF-INTEREST CODES

Code Adoptions and Amendments: Pursuant to Government Code section 87300 and Commission regulation 18750.1, state and multi-county agencies seeking to adopt or substantively amend a conflict-of-interest code must submit the proposed code to the Commission for review and approval. The Technical Assistance Division has reviewed and, since the last agenda, I have approved the following conflict-of-interest codes:

Grassland Water District  
Kaweah Delta Water Conservation District  
Salton Sea Authority

### D. FINDINGS OF PROBABLE CAUSE

There were none.

### E. REQUESTS FOR EXTENSION OF COMMITTEE TERMINATION

Friends of Mark Wyland Committee, (990712). A request for an extension of time to terminate the committee was granted until June 4, 2007.